SIS 2000+ Training Manual

Enter / Edit Account Payments

Purpose

This program is used to record Food Service account payments. While payments may also be recorded using the Accounts module and during line entry in the Cafeteria module, the Payments module is designed to process bulk payment entry runs. Data entry is 10-key specific for speed purposes.

Training Objectives

Login to the Payments module
Find consumer. Understand District/School Find utility
Record a Student Payment
Record a Faculty Payment
Record a Patron Payment
Understand Transaction types
Process a Transfer
Process a Refund
Process Account Balances Forward
Process a Returned Check
Edit a payment
Delete a payment

Accessing Food Service Payments

From the SchoolNet Main Menu, click on the Food Service button. From the Food Service menu, click on the **Payments** button (or Alt-P on the keyboard).

For further information refer to Help:

Available through the NeTel website at: http://www.netel.com/webdoc/default.htm

Tasks

Payments Login

Login consists of selecting:

School
Cash Drawer
Transaction Default
Date to process

School -

defaults to the SchoolNet login site read-only, unless login has been completed under System Administrator and a district-wide database is in place, in which case click on the *School* drop down list box, then select the School site.

Payments Login

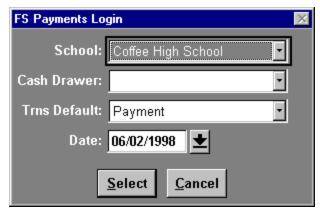


Fig. 1 - Payments Login screen

Select Cash Drawer -

Notice that a default Cash Drawer is not supplied. This is to prevent inadvertently selecting the wrong Cash Drawer (Fig. 1). Click on the drop down list box and select *Office*. Using the Office Cash drawer identifies payments as being recorded by the office.

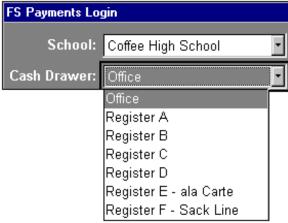


Fig. 2 - Cash Drawer selection

Select Transaction Default -

The *Trns Default* default setting is *Payment*, assuming that is the most common type of transaction processed using Payments. The Transaction Default is a proposed transaction type only, and may be changed for individual transactions within Payments. Click on the drop down list box to display choices, which are:

Payment Line Payment Transfer Refund Balance Forward Returned Check

Payments Login (continued)

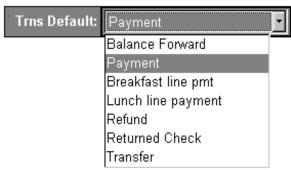


Fig. 3 – Transaction default selection

Confirm Date to Process
Click on the **Select** button to launch Payments

Find Consumer Account

Barcodes -

Scan the barcode (the focus remains on the Account field - Fig. 4).

Manual entry of ID number -

Enter the ID number (the focus remains on the Account field) and press Enter.

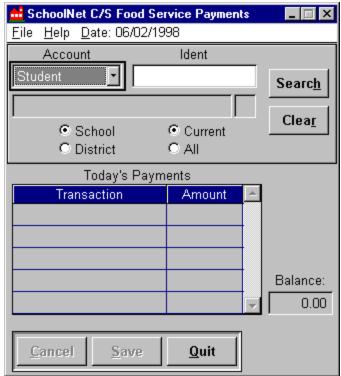


Fig. 4 - Accept barcode scan, manual ID entry, or set search parameters

Set Consumer Search Parameters

School/District/Current/All

Consumer search parameters default to *School/Current*, which confines a search to the school selected at Payments login, and to currently enrolled students. These parameters are in effect when a barcode is scanned or an ID number is entered. To expand these parameters, click on <u>Set Consumer Search Parameters</u> (continued)

the radio buttons to change to *District and/or All* (all consumers, regardless of status). These parameters are retained when the Search utility is used.

Search for a consumer

Click on the **Search** button Define Search parameters

Account

Ident

Last

First

School - limit search to this school only - retain or expand parameters from payments screen

District - district-wide search - retain or expand parameters from payments screen

Click on the Find button

Single-click on the consumer name and click on the **Select** button (or, *double-click* on the consumer name to select)

Click on the **Clear** button to remove search parameters

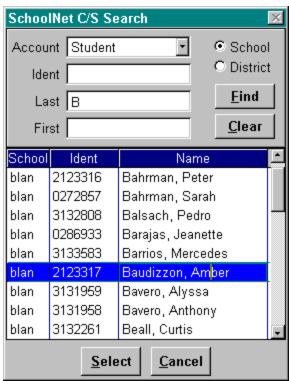


Fig. 5 - Consumer Search

Record Student Account Payment

Scan barcode or enter student ID number (focus on Account field)
Press Enter

Focus moves to Payment field (Amount defaults to "0.0")

Enter Payment amount

Record Student Account Payment (continued)

Save

Press Enter twice or Press Alt-S or Click on the **Save** button Process next payment Enter / Edit Payments

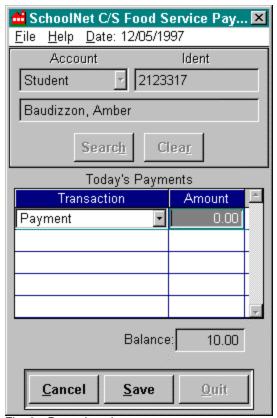


Fig. 6 – Record student payment

Process Faculty / Patron Account Payments

Scan barcode or,

Select Account type

Press "F" or "P" (focus on Account field)

Click on the drop down list box and select Faculty or Patron

Enter ID number (press Tab to move the focus to the *Ident* field)

Press Enter

Focus moves to the Payment field

Enter Payment amount

Save data

Press Enter twice or

Press Alt-S or

Click on the Save button

Process next payment. Account type reverts to Student.

Process Account Transfers

Source Account

Scan barcode or,

Select Account type (Faculty or Patrons accounts only)

Enter ID number (Ident field) of Source Account

Press Enter

Click on Transaction drop down list box.

Set Transaction to Transfer

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Press Tab or click on Payment field Enter Transfer debit amount ("-" payment amount) Save

Press Enter twice or Press Alt-S or Click on the **Save** button

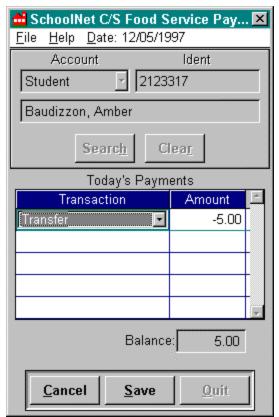


Fig. 7 - Transfer funds, Source account

Destination Account

Scan barcode or,

Select Account type (Faculty or Patrons accounts only)

Enter ID number (Ident field) of Destination Account

Press Enter

Click on Transaction drop down list box.

Set Transaction to Transfer

Press Tab or click on Payment field

Enter Transfer credit amount ("+" payment amount)

Save data

Press Enter twice or

Process Account Transfers (continued)

Press Alt-S or Click on the **Save** button

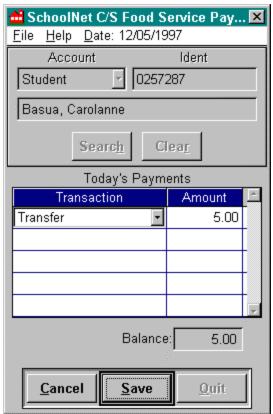


Fig. 8 - Transfer funds, destination account

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Process Account Refunds

Scan barcode or,

Select Account type (Faculty or Patrons accounts only)

Enter ID number (Ident field)

Press Enter

Click on Transaction drop down list box.

Set Transaction to Refund

Press Tab or click on Payment field

Enter Refund amount ("-" payment amount)

Save data

Press Enter twice or

Press Alt-S or

Click on the Save button

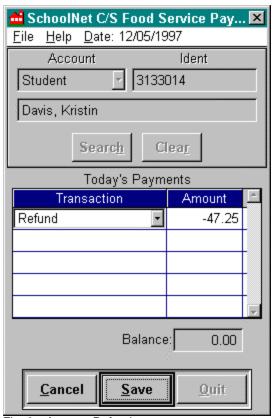


Fig. 9 - Account Refund

Process Student Account Balances Forward

If possible, Account Balances Forward are imported from a previous format into SchoolNet Food service Accounts. The following Balance Forward sections address manual entry of Balances Forward. Payments Login contains Transaction Default set to Balance Forward (Fig. 7). The Transaction Type may also be change to Balance Forward for an individual consumer (Fig. 8).

Payments Login:
Select School
Select Cash Drawer (Office)
Select Transaction Default to Balance Forward
Confirm Date to Process
Click the **Select** button

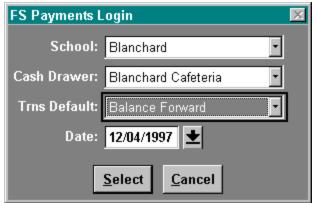


Fig. 10 - Transaction Default Balance Forward

Scan barcode or,

Enter Student ID number

Press Enter

Focus moves to Payment field

Enter Balance Forward amount (may be credit or minus amount)

Save data

Press Enter twice or

Press Alt-S or

Click on the Save button

Process Faculty / Patron Account Balances Forward

Scan barcode or,

Select Account type

Press "F" or "P" or click on the Account drop down list box and select Faculty or Patron

Enter ID number (Ident field)

Press Enter

Focus moves to Payment field

Enter Balance Forward

Save data

Press Enter twice or

Press Alt-S or

Click on the Save button

Process a Returned Check

Locate consumer account

Set transaction type to Returned Check

Enter amount of returned check as a minus "-" payment (Fig. 11). When Enter is pressed to record the payment the Balance will change to reflect this entry (Fig. 12) Save

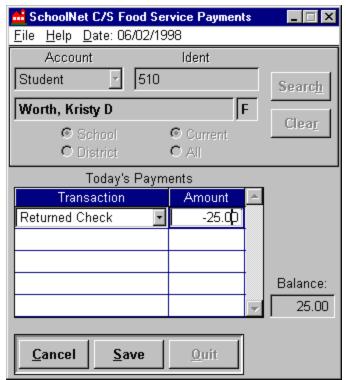


Fig. 11 – Returned Check transaction

Process a Returned Check (continued)

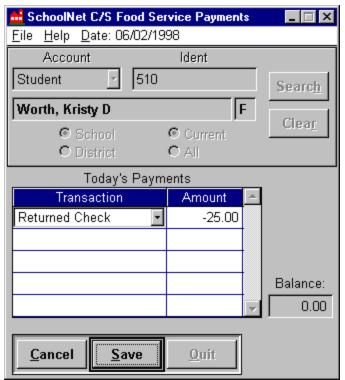


Fig. 12 - Returned Check, Balance reflecting entry, prior to Save

Edit a Payment

Change Today's Date to the payment date (if necessary)

Locate consumer account

The Account displays the existing payment record, plus a new record. A new record row is created each time an account is accessed, because it is assumed that recording a payment is the primary reason an account is loaded.

Edit existing payment record

You may change the transaction type, change the payment amount by retyping the amount, or delete the payment altogether.

Delete the default "0.00" payment record

This record must be deleted before saving any changes made to this account. A zero amount payment may not be recorded.

Save

Edit a Payment (continued)



Fig. 13 – Edit a payment, default new "0.00" payment record

Delete a Payment Transaction

Locate consumer account

Windows:

Right (use right mouse button) click on the payment to be deleted.

Macintosh:

Press the **Control** button and click on the payment to be deleted.

Confirmation Prompt - click on Yes to delete, No to cancel.

Save data

<u>Delete a Payment Transaction</u> (continued)

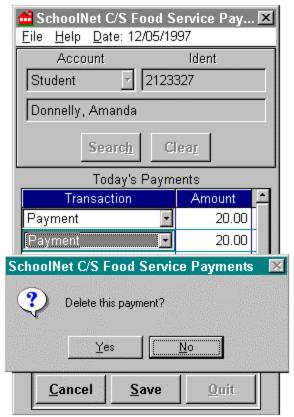


Fig. 14 – Delete a payment